Vacancy Bulletin

Thursday 6th October 2016

We value equality because quality services need the best people - from the whole community.
The bulletin now includes
Education and LBC vacancies

The Council is committed to an Equal Opportunities Policy in Employment and welcomes applications from all sections of the community including ethnic minority groups and disabled persons.

It is the aim of the Council to recruit the most suitable candidate for a post solely on the basis of their skills, experience and knowledge in relation to the requirements of the post. As long as an individual meets the required criteria for the post, no person seeking employment with the Council will be treated less favourably than any other person or group because of their:

• Ethnic origin  • Religion  • Gender  • Sexual orientation
• Marital status  • Disability  • Age

Benefits: We offer excellent holiday entitlement, Local Government final salary pension scheme, discounts on a huge range of goods and services and flexible working arrangements that includes a flexi leave scheme, homeworking and maternity and paternity benefits.

Some full time posts are available for job share.

Our employees are our greatest asset and we are committed to their training and development.

How to apply: So if you would like to join a great organisation where you can make a difference to the town of Luton please visit our website www.luton.gov.uk/jobs or e-mail: jobs@luton.gov.uk or phone (01582) 546621.

Please refer to individual school adverts for details on how to apply for school-based roles.

We operate a guaranteed interview scheme for Council roles. Candidates with a disability, who are judged to meet the essential criteria, will be guaranteed an interview. This does not apply for roles based in schools.

CVs will not be accepted for any posts based in schools.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.
Teaching Vacancies

Someries Junior School
Wigmore Lane, Luton LU2 8AH

Head Teacher
£50,620 - £58,677 (L12 – L18)

The staff, children and governors of Someries Junior school are looking for an enthusiastic and committed experienced Deputy, or existing Headteacher to further their career and take the next step in leading our school from good to outstanding. Ofsted 2015 said ‘pupils are proud of their school and behave well. They have positive attitudes to their learning and are respectful and courteous to all.’

We can offer:
• happy children
• experienced and talented staff
• friendly, committed governors
• engaged and supportive parents
• a culture where all are valued and can thrive (Ofsted 2015).

Do you have the skills, enthusiasm and motivation to help our children to excel?
• recent successful experience at Headteacher or Deputy Headteacher level
• leadership and management skills and be able to demonstrate a clear vision of excellence for the future of our school
• the ability to motivate, challenge and support and to work as part of a team
• a growth mind-set with the confidence to consider and explore school improvement initiatives as well as the opportunities that may arise to seek closer partnerships in an ever changing educational landscape
• a record of successfully implementing initiatives to raise standards
• experience of analysing and using school performance data
• a vibrant personality and a clear means of communicating with staff, pupils, parents and governors
• a commitment to strategic thinking and planning to ensure the best attainment for each child
• a desire to build upon the school’s achievements to date.

Please contact Dawn Dudley, Office Manager, on 01582 738810 for an informal visit and for more information on the school, please visit www.someriesjuniorschool.co.uk

To apply for this role, visit www.luton.gov.uk/jobs

Closing Date: 2nd November 2016
Shortlisting Date: 4th November 2016
Interview Date: 17th November 2016

CVs will not be accepted for any posts based in schools. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).

Someries Infants School
Wigmore Lane, Luton LU2 8AH

Key Stage One Class Teacher
MPR/UPR
1.0 FTE
Full time
Starting January 2017

An opportunity has arisen for an enthusiastic and innovative individual to teach one of our key stage one classes from January 2017.

A bit about us...
We are an extremely well-resourced, values-based school who keep children at the centre of everything we do. Our unique Immersive Learning Centre enables our teachers to take their pupils anywhere in the world, and beyond!

You will:
• be given the freedom to focus on what you do best - teach!
• receive dedicated weekly time to plan with your year group colleague
• receive an excellent training package consisting of both internal and external support
• receive a laptop and tablet computer to support you in your role.

Applications from experienced or newly qualified teachers are warmly welcomed.

For further information about our wonderful school and this opportunity please visit www.someriesinfants.co.uk. Visits to the school are strongly encouraged; please contact us to arrange a time to see us in action!

To apply for this role, visit www.luton.gov.uk/jobs

Closing Date: 13th October 2016, 12 midday
Interview Date: 19th October 2016
St Matthew’s Primary School
Wenlock Street, Luton LU2 ONJ

Lead Teacher for Alternative Learning Provision

Vacancy ID: 105545

MPR/UPR plus TLR 2 (£2,613) & SEN allowance (£2,064)
Full time
Required from January 2017

St Matthew’s Primary School is a popular, over-subscribed and happy school full of enthusiastic and well behaved children eager to have fun learning.

We are a well-resourced and energetic school which is well supported by parents, governors and the wider community. Our current OFSTED grading is good….and we believe we are well on our way to being outstanding!

Alongside our mainstream provision we host an alternative provision on behalf of a partnership of eight schools. This provision supports children with behavioural needs that can make full time mainstream education, difficult for them.

The aim of the provision is to provide an environment, pastoral and educational experience that keeps them moving forward in their learning but focuses specifically on their personal, social and emotional development. Through personalised learning programmes the provision endeavours to enable children to be fully integrated back into their own school as soon as possible, and equip them with the skills and strategies to be successful in this.

The provision is based in a purpose built building with full access to all school facilities. The space was designed to enable a personalised, hands on, creative, practical and responsive curriculum so that the needs of individuals could be effectively met in a safe space.

If you are an exemplary teacher who cares about the life chances of all children and has an interest in meeting the personal, social and emotional needs of children to ensure their inclusion and access to learning, then we would be very interested to meet you.

This is a very diverse and dynamic role. Alongside a teaching commitment for a class of up to 6 full time equivalent children, you will lead a team of 6 Behaviour Support Assistants, have the support of a full time Administrative Assistant and work closely with the school’s Assistant Head for Inclusion.

Visits to our school and alternative provision are very warmly welcomed. To find out more about us and download an application form, visit: www.stmatthewsluton.com and click ‘Careers’ on the menu. We look forward to hearing from you.

Contact: Mrs Jackie Bartley, HR Manager Tel:01582 723970 Ext 207
email: jbartley@stmatthews.primaryluton.co.uk
Closing Date: 19th October 2016, 12 Noon
Interview Date: 31st October 2016

St Matthew’s Primary School
Wenlock Street, Luton LU2 ONJ

Class Teacher

Vacancy ID: 105555

MPR/UPR
Full time

We are looking for an outstanding class teacher to join our dedicated and enthusiastic team.

We need someone who is:
• able to share our ethos
• an excellent classroom teacher with high expectations for all
• enthusiastic in developing own expertise and sharing good practice
• committed to making learning exciting and fun
• a good team player, sharing skills and developing ideas.

To apply for this role, visit www.luton.gov.uk/jobs or for further details and an application form please contact the school office on telephone 01582 593469 or email admin@wauludprimary.co.uk

Closing Date: 17th October 2016
Interview Date: 21st October 2016

Wauluds Primary School
Wauluds Bank Drive, Luton LU3 3LZ

School Support Vacancies

Maidenhall Primary School
Newark Road, Luton LU4 8LD

Midday Supervisor x 4
£2,060 - £2,074 p.a. plus supplement
Vacancy ID: 105557

to bring pay in line with the Foundation Living Wage, which is currently £8.25 per hour
6.25 hours per week, term time only

We are looking to increase our current lunchtime team as soon as possible.

The successful applicant will be working in supportive, well motivated teams and will support the Senior Midday Supervisor in the organisation and smooth running of lunchtimes.

Closing Date: 17th October 2016, Noon
Interview Date: 21st October 2016

Clerical Assistant
£12,895 - £13,668 p.a. plus supplement
Vacancy ID: 105558

to bring pay in line with the Foundation Living Wage, which is currently £8.25 per hour
35 hours per week, term-time, plus 5 days

Maidenhall Primary School is looking to recruit a Clerical Assistant to provide the provision of a comprehensive secretarial and administrative support service.

This post includes ensuring a full and responsive support service to all staff including photocopying, printing, postages, filing etc.

The successful candidate will have excellent administration and people management skills along with the flexibility to adapt to changing situations.

Experience of working in a school environment is desirable.

We would be looking for the successful applicant to start as soon as possible.

We are able to offer:
• an attractive, well resourced working environment
• supportive, well motivated, friendly colleagues
• wide opportunities for professional development
• children who are keen to learn and well behaved
• supportive parents.

This is an exciting opportunity to help shape the future development of Maidenhall Primary and achieve our ambition of becoming an outstanding school.

Maidenhall is a large diverse school with successful, dedicated staff and fantastic pupils. Visits to the school are welcome, please contact Maria McCafferty, Finance & HR Assistant to make an appointment.

For further information and an application pack for either role, please visit our website: www.maidenhallprimary.co.uk/about-us/vacancies

Closing Date: 21st October 2016, Noon
Interview Date: 1st November 2016
Wenlock Junior School
Beaconsfield, Luton LU2 0RW

Teaching Assistant (2)
£12,186 - £13,173 p.a.
Fixed Term to 31st August 2017
31.25 hours per week, term-time

Wenlock Junior School is looking to recruit a Teaching Assistant (2). We require someone who is motivated, patient, committed, has experience of working with children and with the ability to create and maintain excellent working relationships within the school environment.

You will:
- follow lesson plans to support the teaching and learning of children individually or in groups and prepare and maintain classroom teaching materials
- contribute to the planning of lessons and work programmes, the devising of activities and target setting
- under the direction of the Inclusion Manager will support the teaching and learning of individual or groups of children
- be flexible in your approach to this position.

We can offer:
- a positive school environment
- a friendly and supportive team
- lively, well-motivated children
- dedicated hard working staff who are committed to raising standards.

Please note this role is fixed term to 31st August 2017.

To apply for this role, visit www.luton.gov.uk/jobs & click on the link to the Teaching and Schools Vacancies

Closing Date: 12th October 2016, 12 Midday
Interview Date: w/c 17th October 2016

Council Vacancies

Panel Advisor Fostering & Adoption
£36,937 - £39,660 p.a. pro rata
plus £3203 car benefit
Permanent

14.8 hours per week

Luton has got a great deal going for it. We’re incredibly well connected, situated just off the M1 motorway, and very close to the M25. Luton has its own airport flying to over 100 destinations across Europe and three railway stations that can get you to the centre of London in less than 30 minutes.

So why not take a further look at Luton as your next career destination? As a Panel Advisor Fostering & Adoption you will:
- provide professional advice to the panels and would therefore need excellent knowledge and understanding of childcare legislation, regulations, guidance and the minimum standards that apply to fostering
- ensure that arrangements for the panel are coordinated in advance, run smoothly on the day and any actions are followed up
- ensuring the quality of work presented to the fostering panel and giving appropriate feedback when cases do not meet the required.

To ensure that appropriate experienced and qualified panel members are recruited, inducted and receive training and annual appraisals.

An important part of this role is to advise and support the Agency Decision Maker (ADM) and Children’s services staff and other stakeholders on fostering matters, including the initial and on-going assessment and selection of carers to whom the council can safely entrust its cohort of Looked After Children and the matching of children to foster carers, to enable better outcomes for children, young people and their families as a result of a thorough high quality selection process.

As the Panel Advisor you will lead the Council’s Fostering Panel to ensure that fostering work is coordinated effectively within legal requirements and policies.

We have a range of employee benefits including:
- an attractive incremental salary
- generous holiday entitlement
- significant rail season ticket discount such as half price season ticket on Thameslink train line
- sick pay
- local government pension scheme with generous employer contribution
- learning and development opportunities including a wide variety of excellent in-house training courses
- childcare voucher scheme
- relocation package to support new employees (where applicable)
- employee discount scheme with discounts and offers on a wide range of products and services including shopping, gym and Vauxhall cars
- and many more....

To apply for this role, visit www.luton.gov.uk/jobs

Closing Date: 17th October 2016

Luton Council is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).
Business Analyst  
£29,854 - £32,164 p.a. pro rata  
Vacancy ID: 105553  
Fixed term for 20 months  
Full time  
We are looking for an enthusiastic, flexible, highly effective and experienced individual to join a successful and professional team in this key role.  
As a Business Analyst you will support the delivery of key projects as part of the Transformation programme across the organisation reducing the Council’s budget by £113m by 2020. You will develop new approaches; challenge and support the organisation in the identification and delivery of efficiency and effectiveness savings.  
This role is an excellent opportunity to deploy your business analyst, process mapping and modelling skills across a diverse range of projects. The role will also give you the chance to develop project management skills as you will have the opportunity to lead on some projects.  
We have a range of employee benefits including:  
• an attractive incremental salary  
• generous holiday entitlement  
• significant rail season ticket discount such as half price season ticket on Thameslink train line  
• sick pay  
• local government pension scheme with generous employer contribution  
• learning and development opportunities including a wide variety of excellent in-house training courses  
• childcare voucher scheme  
• relocation package to support new employees (where applicable)  
• employee discount scheme with discounts and offers on a wide range of products and services including shopping, gym and Vauxhall cars and many more….  
Luton has got a great deal going for it. We’re incredibly well connected, situated just off the M1 motorway, and very close to the M25. Luton has its own airport flying to over 100 destinations across Europe and three railway stations that can get you to the centre of London in less than 30 minutes. So why not take a further look at Luton as your next career destination?  
To apply for this role, visit www.luton.gov.uk/jobs  
Closing Date: 17th October 2016  

Administration Officer  
£15,823 - £16,772 p.a. pro rata  
Vacancy ID: 105547  
Fixed term for 20 months  
Full time  
Luton Borough Council puts customers at the heart of all that it does and to ensure that they are dealt with in the most efficient and effective ways whilst reducing our budget by £113m by 2020.  
This is a key role that will support the Transformation and Technology teams as part of the Transformation programme across the organisation. You will have the opportunity to be involved in a range of areas that reach across the organisation and provides the backbone to the success of the teams.  
Reporting into the Chief Executives' Directorate, the Transformation & Technology team are at the heart of supporting the organisation to deliver its ambitions, service improvements, efficiency savings and driving forward transformation and change. The role is an excellent opportunity to develop your business administration skills, learn new skills in the transformation, intelligence and technology services and provide support to the teams across a diverse range of projects.  
We are looking for an enthusiastic, flexible, committed individual who is eager to learn and get involved to join a successful and professional team in this role.  
To apply for this role, visit www.luton.gov.uk/jobs  
Closing Date: 17th October 2016